

Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name:

Address:

City:

State: Zip Code:

B. DUNS No.

II. Is the applicant currently receiving EPA Assistance? ☐ Yes ☒ No

III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

☐ Yes ☒ No

a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

☐ Yes ☐ No

b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R. 5.140 and 7.95)

☒ Yes ☐ No

a. Do the methods of notice accommodate those with impaired vision or hearing?

☒ Yes ☐ No

b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications?

☒ Yes ☐ No

c. Does the notice identify a designated civil rights coordinator?

☒ Yes ☐ No

VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. 7.85(a))

☒ Yes ☐ No

IX. Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166)

☒ Yes ☐ No

- X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

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- XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet Address for, or a copy of, the procedures.

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For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

B. Title of Authorized Official

C. Date

Elizabeth Berger

Executive Director

03/25/2022

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. *Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date

*** See Instructions**

Instructions for EPA FORM 4700-4 (Rev. 06/2014)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities. The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission. Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution. 40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972. 40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973. The Executive Order 13166 (E.O. 13166) entitled; "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Items "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Recipient" means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed. "Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability. Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission. If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable." In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification. * Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.



EPA KEY CONTACTS FORM

OMB Number: 2030-0020
Expiration Date: 06/30/2024

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name:	Prefix:	<input type="text"/>	First Name:	<input type="text" value="Elizabeth"/>	Middle Name:	<input type="text"/>
	Last Name:	<input type="text" value="Berger"/>			Suffix:	<input type="text"/>
Title:	<input type="text" value="Development Director"/>					
Complete Address:						
Street1:	<input type="text" value="905 8th Street"/>					
Street2:	<input type="text"/>					
City:	<input type="text" value="Los Angeles"/>	State:	<input type="text" value="CA: California"/>			
Zip / Postal Code:	<input type="text" value="90021"/>	Country:	<input type="text" value="USA: UNITED STATES"/>			
Phone Number:	<input type="text" value="(213) 553-1882"/>			Fax Number:	<input type="text"/>	
E-mail Address:	<input type="text" value="eberger@ssg.org"/>					

Payee: *Individual authorized to accept payments.*

Name:	Prefix:	<input type="text"/>	First Name:	<input type="text" value="Elizabeth"/>	Middle Name:	<input type="text"/>
	Last Name:	<input type="text" value="Berger"/>			Suffix:	<input type="text"/>
Title:	<input type="text" value="Development Director"/>					
Complete Address:						
Street1:	<input type="text" value="905 8th Street"/>					
Street2:	<input type="text"/>					
City:	<input type="text" value="Los Angeles"/>	State:	<input type="text" value="CA: California"/>			
Zip / Postal Code:	<input type="text" value="90021"/>	Country:	<input type="text" value="USA: UNITED STATES"/>			
Phone Number:	<input type="text" value="(213) 553-1882"/>			Fax Number:	<input type="text"/>	
E-mail Address:	<input type="text" value="eberger@ssg.org"/>					

Administrative Contact: *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

Name:	Prefix:	<input type="text"/>	First Name:	<input type="text" value="Elizabeth"/>	Middle Name:	<input type="text"/>
	Last Name:	<input type="text" value="Berger"/>			Suffix:	<input type="text"/>
Title:	<input type="text" value="Development Director"/>					
Complete Address:						
Street1:	<input type="text" value="905 8th Street"/>					
Street2:	<input type="text"/>					
City:	<input type="text" value="Los Angeles"/>	State:	<input type="text" value="CA: California"/>			
Zip / Postal Code:	<input type="text" value="90021"/>	Country:	<input type="text" value="USA: UNITED STATES"/>			
Phone Number:	<input type="text" value="(213) 553-1882"/>			Fax Number:	<input type="text"/>	
E-mail Address:	<input type="text" value="eberger@ssg.org"/>					

EPA KEY CONTACTS FORM

Project Manager: *Individual responsible for the technical completion of the proposed work.*

Name: **Prefix:** **First Name:** **Middle Name:**

Last Name: **Suffix:**

Title:

Complete Address:

Street1:

Street2:

City:

State:

Zip / Postal Code:

Country:

Phone Number:

Fax Number:

E-mail Address:

Other Attachment File(s)

* Mandatory Other Attachment Filename:

Add Mandatory Other Attachment

Delete Mandatory Other Attachment

View Mandatory Other Attachment

To add more "Other Attachment" attachments, please use the attachment buttons below.

Add Optional Other Attachment

Delete Optional Other Attachment

View Optional Other Attachment

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. EPA Enhanced Air Quality Monitoring for Communities	66.034	\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 100,000.00
2.						
3.						
4.						
5. Totals		\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 100,000.00

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	EPA Enhanced Air Quality Monitoring for Communities				
a. Personnel	\$ 62,849.00	\$	\$	\$	\$ 62,849.00
b. Fringe Benefits	16,969.00				16,969.00
c. Travel	0.00				0.00
d. Equipment	0.00				0.00
e. Supplies	400.00				400.00
f. Contractual	277.00				277.00
g. Construction	0.00				0.00
h. Other	8,950.00				8,950.00
i. Total Direct Charges (sum of 6a-6h)	89,445.00				\$ 89,445.00
j. Indirect Charges	10,555.00				\$ 10,555.00
k. TOTALS (sum of 6i and 6j)	\$ 100,000.00	\$	\$	\$	\$ 100,000.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	EPA Enhanced Air Quality Monitoring for Communities	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b)First	(c) Second	(d) Third	(e) Fourth
16.	EPA Enhanced Air Quality Monitoring for Communities	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>
23. Remarks: <input type="text"/>	

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Project Narrative File(s)

* **Mandatory Project Narrative File Filename:**

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

03/25/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Special Services for Groups, Inc (SSG)

* b. Employer/Taxpayer Identification Number (EIN/TIN):

95-1716914

* c. Organizational DUNS:

0265080720000

d. Address:

* Street1:

905 E. 8th Street

Street2:

* City:

Los Angeles

County/Parish:

* State:

CA: California

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

90021-1848

e. Organizational Unit:

Department Name:

Division Name:

APIFM

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Elizabeth

Middle Name:

* Last Name:

Berger

Suffix:

Title:

Development Director

Organizational Affiliation:

* Telephone Number:

(213) 553-1882

Fax Number:

* Email:

eberger@ssg.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.034

CFDA Title:

Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities
Relating to the Clean Air Act

* 12. Funding Opportunity Number:

EPA-OAR-OAQPS-22-01

* Title:

Enhanced Air Quality Monitoring for Communities

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

1235-AREAS AFFECTED BY PROJECT.docx

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Clean Air San Gabriel Valley (Clean Air SGV)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="100,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="100,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

Manifest for Grant Application # GRANT13580529

Grant Application XML file (total 1):

1. GrantApplication.xml. (size 22183 bytes)

Forms Included in Zip File(total 6):

1. Form ProjectNarrativeAttachments_1_2-V1.2.pdf (size 16024 bytes)

2. Form SF424_3_0-V3.0.pdf (size 24168 bytes)

3. Form SF424A-V1.0.pdf (size 22671 bytes)

4. Form EPA4700_4_3_0-V3.0.pdf (size 22679 bytes)

5. Form OtherNarrativeAttachments_1_2-V1.2.pdf (size 15985 bytes)

6. Form EPA_KeyContacts_2_0-V2.0.pdf (size 37194 bytes)

Attachments Included in Zip File (total 4):

1. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1236-Mandatory Attachments.pdf application/pdf (size 445772 bytes)

2. ProjectNarrativeAttachments_1_2 ProjectNarrativeAttachments_1_2-Attachments-1234-Final US EPA Air Monitoring Narrative.pdf application/pdf (size 369788 bytes)

3. OtherNarrativeAttachments_1_2 OtherNarrativeAttachments_1_2-Attachments-1237-Optional Attachments.pdf application/pdf (size 828563 bytes)

4. SF424_3_0 SF424_3_0-1235-AREAS AFFECTED BY PROJECT.docx application/vnd.openxmlformats-officedocument.wordprocessingml.document (size 13537 bytes)

AREAS AFFECTED BY PROJECT

- Alhambra, CA (Zip Codes: 91801, 91803)
- Monterey Park, CA (Zip Codes: 91754, 91755, 91756)

Section 5- Quality Assurance Statement

The Co-Director will be oversee quality control activities to ensure that services are delivered as designed and in contract compliance. He possesses nine (9) years' experience managing air quality monitoring projects. SSG/APIFM's monitoring methods include collecting and maintaining documentation of timely completion of all Scope of Work activities as summarized below. The Co-Director will review these records at the frequency indicated above to ensure that progress aligns with Scope of Work in terms of timeliness, accuracy, and completeness. If monitoring reveals any deficiency, the Co-Director will draft a corrective action plan, including timeline, persons responsible, and methods to ensure the deficiency is not repeated. The Co-Director will also review progress and document successful correction of the deficiency. In addition, the program will maintain records of all monitoring activities, any identified deficiencies, and resulting corrective actions in a quality control file that will be available to the EPA upon request. This file will also include minutes of quarterly quality control meetings, as well as documentation of any actions taken based upon the results of these meetings. Findings from these meetings are also reported to the SSG administrative headquarters as needed and requested.

SSG/APIFM will maintain appropriate records documenting all services provided through the program, including the documentation of staffing, payroll, other program costs, and program activities that clearly indicate program staff time. These records will conform to the requirements of the EPA. The records will include but not be limited to: verification of staff training; reporting and invoicing, event attendance, project planning, activities, and conduct data entry and participating in evaluation; other information collected to track outcome measures; and monthly reports .

The program will also monitor service delivery for quality, including fidelity to environmental related operations. During staff meetings and regular supervision, the Co-Director will continually assess service activities for adherence to agency and County standards and will discuss, as needed, strategies for improving service delivery methods. The Co-Director may also make random visits to observe presentations, as appropriate, to further assess service quality. The program will conduct client satisfaction surveys of each participant at the completion of program activities to measure service delivery quality. The program will monitor that services are meeting each of the performance outcome standards as established by EPA at the start of the project. In addition, the project will utilize the tracking methods described above, as well as the records maintained in each case file to determine whether outcome rates are at the target level.

Each inspection method described is intended to reveal any incomplete information or improperly performed activity. Inspections will be conducted frequently enough to identify any deficiencies early in order to make corrections before the level of performance becomes unacceptable. Any deficiencies that are identified are addressed immediately and corrected to the maximum extent possible. Staff will investigate the deficiency to identify any barriers to performance, as well as any resources available to correct the situation. Subsequently, the program staff develop a corrective action plan to prevent the deficiency from recurring, which outlines specific actions, a timetable for completion, a method to confirm completion of all corrective actions, and the person responsible for the corrective action.

In addition to ongoing inspections and monitoring, the project will conduct quarterly quality review meetings that will: (a) review all monitoring results and corrective actions; (b) confirm completion of any corrective action plans; (c) review client satisfaction survey results and, as needed, client grievances and related program response; and (d) review monitoring results for any repeat deficiencies or other patterns of low performance that require further corrective action. The purpose of these meetings will be: (a) to ensure that the program is fully implementing its quality monitoring methods; (b) to identify opportunities to improve program performance; (c) to identify barriers to successful performance and; (d) to develop plans to address these barriers. The program will comply with all Federal, State, and local laws and licensing regulations.

OGDEN UT 84201-0029

In reply refer to: 4077591934
Mar. 25, 2015 LTR 4168C 0
95-1716914 000000 00
00038292
BODC: TE

SPECIAL SERVICE FOR GROUPS INC
905 E 8TH STREET
LOS ANGELES CA 90021-1848

SPECIAL SERVICE
FOR GROUPS

APR 05 2015

003636

Employer Identification Number: 95-1716914
Person to Contact: Ms. Wiles
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Feb. 23, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1952.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

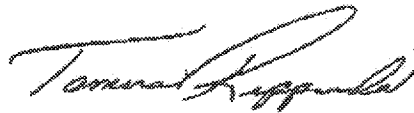
Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077591934
Mar. 25, 2015 LTR 4168C 0
95-1716914 000000 00
00038293

SPECIAL SERVICE FOR GROUPS INC
905 E 8TH STREET
LOS ANGELES CA 90021-1848

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,



Tamera Ripperda
Director, Exempt Organizations

Cover Page

Project Title: Clean Air San Gabriel Valley (Clean Air SGV)

Applicant Information

Special Service for Groups, Inc. / Asian Pacific Islander Forward Movement (SSG/APIFM)

905 8th Street, Los Angeles, CA 90021

Primary Contact: Elizabeth Berger, 905 E. 8th St, Los Angeles, CA 90021, (213)553-1882

DUNS: 026508072

Set Aside: 'no set-aside'

Brief Description of Applicant Organization: Incorporated in 1952, Special Service for Groups, Inc. (SSG) is a non-profit organization dedicated to providing community-based solutions to the social and economic issues facing those in greatest need. Asian Pacific Islander Forward Movement (APIFM) is the division of SSG that will implement the proposed project. SSG/APIFM is guided by a mission to cultivate healthy, long-lasting, and vibrant Asian and Pacific Islander communities through grassroots organizing.

Project Partners (if applicable):

Organization Name	Primary Contact
University of Southern California – Southern California Environmental Health Sciences Center (USC SCEHSC)	Jill Johnston, PhD, Director of Community Engagement
Claremont McKenna College – Robert's Environmental Center (CMC REC)	Kristin Miller, Assistant Director
City of Alhambra	Jeffrey K. Maloney, Mayor

Project Location:

- Alhambra, CA (Zip Codes: 91801, 91803)
- Monterey Park, CA (Zip Codes: 91754, 91755, 91756)

Air Pollutant Scope: Particulate Matter 2.5 (PM 2.5) and Ultra-fine Particulate Matter (< 0.1 µm)

Budget Summary: Include the table of page 31

EPA Funding Requested	Total Project Cost
\$100,000.00	\$100,000.00

Project Period: 11-01-22 to 10-31-24 (2 years)

Short Project Description: The Clean Air SGV program will achieve three main objectives: (1) to develop a robust air monitoring plan with community members, (2) to monitor local air quality trends in Alhambra and Monterey Park to identify disproportionate air pollution impacts and sources of particle pollution, and (3) to develop new meaningful relationships with organizations working to improve air quality along the Goods Movement Corridor in Los Angeles in order to develop and coordinate sustainable solutions to address community air pollution concerns. The successful completion of these tasks will help facilitate short term (increasing awareness and information about local air quality), intermediate term (developing community led policy solutions and mitigation strategies), and long-term (reducing human exposure to toxic air pollutants) outcomes.

Section 1: Project Summary and Approach

A. **Overall Project:** SSG/APIFM is requesting funds from the US EPA's Enhanced Air Quality Monitoring for Communities grant program to implement the Clean Air San Gabriel Valley (Clean Air SGV) program. The Clean Air SGV program is informed by over 9 years of air quality education, engagement, and advocacy work that SSG/APIFM has led in the SGV region of Los Angeles County. In addition, the proposed project builds upon one of the largest community-based air monitoring projects in the State of California established by SSG/APIFM in partnership with the US EPA, South Coast Air Quality Management District (SCAQMD), and the California Air Resources Board (CARB). The power and discretion to regulate local air quality, established by the Clean Air Act of 1970, falls to the states which have historically chosen to focus on large air basins rather than on local communities. This inevitably

creates a problem with air quality data aggregation which can hide air pollution hot spots and disproportionate health impacts. SSG/APIFM's approach focuses on utilizing low-cost yet accurate and reliable air sensors to uncover local air quality trends and sources of pollution that are often masked by regional data from regulatory air monitoring stations.

The Clean Air SGV program will reestablish and expand SSG/APIFM's current network of air sensors to target "hotspots" within low-income and/or disadvantaged communities of Alhambra and Monterey Park to enhance the community's capacity to monitor local air pollution. Since 2017, SSG/APIFM has installed 78 PurpleAir (PA-II) sensors throughout Alhambra and Monterey Park. However, over half of these sensors are offline due to a variety of technical issues. Additionally, there are areas in both cities where air quality sensors are absent. This has created a data gap and limited SSG/APIFM's ability to identify areas that may be experiencing higher levels of air pollution. Identifying disproportionate air pollution burden will enable community members create and prioritize equitable solutions to improve air quality for those most heavily impacted.

SSG/APIFM will work directly with community members to achieve three key objectives (tasks). The first task will be to develop a robust air monitoring plan that clearly addresses five elements: (1) air monitoring objectives, (2) methodology and timeline, (3) existing research and analysis, (4) scope and scale, and (5) roles and responsibilities. The second task will be to monitor local air quality trends in Alhambra and Monterey Park (study area) to identify disproportionate air pollution impacts and sources of particle pollution. This includes ensuring that SSG/APIFM can reengage with existing sensor hosts to troubleshoot technical issues and repair disconnected sensors. SSG/APIFM will focus on measuring temporal and spatial fine particulate matter 2.5 (PM 2.5) ambient levels over a one-year period as well as periodic measurements of ultra-fine PM (less than 0.1 μm) in the study area. The third task will be to establish new relationships and connections with organizations who are engaging with communities living along the Goods Movement Corridor in Los Angeles in order to develop and coordinate sustainable solutions to address community air pollution concerns. The successful completion of these tasks will help facilitate short term (increasing awareness and information about local air quality), intermediate term (developing community led policy solutions and mitigation strategies), and long-term (reducing human exposure to toxic air pollutants) outcomes.

B. Project Significance: The San Gabriel Valley (SGV) is a region in Los Angeles County (LAC) that is east of the City of Los Angeles, located in between the San Gabriel Mountains to the north and the Puente Hills to the south. These mountains and foothills cause air pollution to get trapped in the valley basin below which exacerbates air pollution in the region. SSG/APIFM will implement the proposed project in the cities of Alhambra and Monterey Park, where Asian and Pacific Islander (API) communities comprise over 50% of total residents, and a significant portion of residents are linguistically isolated. EJSCREEN indicates that the population percentile of people of color and people who live in linguistic isolation in these cities is within the 90th to 100th percentile in the United States (U.S.).

Alhambra and Monterey Park residents are disproportionately impacted by numerous environmental risks that threaten community health and well-being. Both cities experience high levels of air toxin emissions due to neighboring industrial facilities, heavy vehicle traffic, SR-91 (a major transportation route), and major freeways, including SR-60, I-10, and SR-710. High levels of PM_{2.5} and other air toxins have left Alhambra and Monterey Park in a state of poor environmental, cardiovascular, and respiratory health. As PM_{2.5} are fine particles with an aerodynamic diameter of 2.5 microns or smaller, they are known to be able to penetrate deep into the lungs. Short- and long-term health impacts include premature mortality, increased hospital admissions for heart or lung causes, acute and chronic bronchitis, asthma attacks, emergency room visits, respiratory symptoms, and restricted activity days. Additionally, approximately 70% of California's cancer risk related to air toxins is attributable to PM (California Air Resources Board, 2021). Despite the convergence of these issues, residents of

Alhambra and Monterey Park who are low-income and limited English proficient (LEP) face several barriers to learning about air pollution issues and engaging in community-level air protection efforts.

The proposed project will enable SSG/APIFM to maintain and expand its current air quality monitoring network and fill in data gaps by installing additional air quality sensors with a specific focus on low-income and/or disadvantaged communities within Alhambra and Monterey Park.

Section 2 – Community Involvement

A. Community Partnerships (15): The goals of the project will be achieved through dynamic local partnerships with community members, data analysts, and City officials to collect and analyze data on air pollutants in their neighborhood and to organize to advocate for local air pollution policy changes. In 2018, SSG/APIFM established the Sustainable San Gabriel Valley (Sustainable SGV) Coalition made up of Alhambra and Monterey Park residents which includes local elected officials, environmental commissioners, parents, teachers, youth, and other community leaders. The coalition consists of a base of 84 residents with 15 active members who participate in monthly meetings to learn together, analyze issues and advocate for community-driven priorities to make the SGV a more sustainable place to live. These are long-term relationships that SSG/APIFM will sustain into the future to ensure the coalition achieves meaningful health and environmental outcomes for residents. In addition to the Sustainable SGV coalition, three partners have committed to active roles in the project (see also attached letters of commitment).

Jeff Maloney, Mayor of the City of Alhambra: Mr. Maloney is Chief Staff Counsel for the Santa Monica Mountains Conservancy, an agency of the State of California that is dedicated to the protection of open space and urban parks and has preserved nearly 80,000 acres of parkland throughout the greater Los Angeles region. As Mayor of Alhambra, Mr. Maloney will participate in the Sustainable SGV coalition and provide guidance on policy implementation feasibility. The project will benefit the City of Alhambra because building community support and engagement around air quality is an essential component of the Sustainability Action Plan which will coordinate all City efforts around environmental sustainability.

Dr. Jill Johnston, Director of the USC Southern California Environmental Health Sciences Center (SCEHSC): Over the past two decades, the SCEHSC Community Engagement program has developed partnerships with decision-makers to integrate science-based information and community-based action groups to ensure that reducing health, environmental, and community impacts of international trade becomes central to the transportation planning and urban design process.

Kristin Miller, Assistant Director of the Roberts Environmental Center (REC) at Claremont McKenna College (CMC): The mission of the REC is to contribute to the practical solutions of pressing environmental challenges through research and engagement with the private, public, and non-profit sectors through student-led teams. REC student analysts research real-world environmental issues from broad perspectives, considering science, economics, and policy.

Both USC SCEHSC and CMC REC will work with SSG/APIFM to: (1) develop a robust air monitoring plan, (2) process temporal and spatial particulate matter 2.5 (PM 2.5) ambient levels in the study area utilizing the PurpleAir sensor, (3) train local youth and community members to utilize p-trak devices to assess ultra-fine PM levels (less than 0.1 μm) in the study area, and (4) analyze the results to produce a final research report. The project will benefit these academic partners by offering small stipends for students who participate while also providing those students an opportunity to for experiential learning and work experience.

B. Community Engagement: SSG/APIFM will work with the Sustainable SGV coalition to expand community engagement efforts and bolster community involvement in the air monitoring plan development process. Robust community participation will improve collective knowledge about local air quality trends, build a comprehensive understanding of the hazards that exist within the community,

and increase capacity of residents to be environmental champions. This will help ensure that the work remains community-owned and driven.

More specifically, successful community engagement will be achieved by engaging with limited English proficient (LEP) and immigrant residents at events, such as farmers markets, to understand their respective experiences and concerns about air quality. It will be vital to uplift marginalized voices by inviting their participation in the Sustainable SGV Coalition, in the air monitoring plan development, and in the air monitoring activities of the project.

SSG/APIFM will also develop educational materials such as fact sheets that will cover topics including but not limited to air pollution in SGV, low-cost air sensor information/troubleshooting tips, and other local air quality resources. These materials will be available in English, Simplified Chinese, Vietnamese, and Spanish. SSG/APIFM will engage in a variety of activities to outreach, distribute materials, and solicit public feedback about the air monitoring plan and potential policy solutions. This includes in-person events, such as attending a resource fairs and community events as well as collecting surveys via virtual platforms like the SSG/APIFM website and social media.

Through these outreach efforts and the air monitoring activities, SSG/APIFM will be able to collect both qualitative data from residents and quantitative data from the air sensors regarding air quality. SSG/APIFM will publish and disseminate the final report along with simple infographics of the data analysis findings with the community. Methods include utilizing a visual survey to capture residents' responses and interactive mapping tools, which allow for residents to share their concerns and locate areas in their communities that could be improved. Lastly, SSG/APIFM will work with coalition members to prioritize policy solutions/mitigation strategies gathered from the community and present them to elected leaders in Alhambra and Monterey Park.

Section 3 – Environmental Justice and Underserved Communities

SSG/APIFM is the only environmental justice organization reaching Asian Pacific Islander (API) communities in Southern California and possesses a 9-year history of implementing community-based solutions to address environmental injustices in the San Gabriel Valley (SGV). SSG/APIFM is also part of several health equity projects, including culturally responsive COVID-19 education, PPE distribution and vaccine navigation, emergency food distribution, and neighborhood-based advocacy for healthy food access, especially for individuals and families impacted by the pandemic.

SSG/APIFM is well-situated to apply a racial equity lens to the work of achieving emissions and exposure reductions in communities disproportionately impacted by poor air quality. Through all our programs, SSG/APIFM advances a vision of environmental justice that centers the voices of communities of color, who have not only been disproportionately harmed by the effects of structural racism and environmental injustice, but also historically left out of the process of designing and implementing solutions to environmental challenges. SSG/APIFM has a strong track record of successfully engaging API communities and other communities of color in environmental justice programs that uplift and center community voices and priorities as drivers of change. One way we do this is by creating programs that are culturally- and linguistically relevant and ensuring that opportunities for participation are accessible to all community members. For the proposed project, SSG/APIFM will continue to ensure that our materials and programming are culturally relevant, in-language, and accessible to the diverse community residents of Alhambra and Monterey Park.

Lastly, SSG/APIFM will work towards improving the air quality of two California cities that are severely impacted by environmental and health inequities from air pollution. Both Alhambra and Monterey Park are home to low-income and/or disadvantaged communities that are disproportionately impacted by air quality issues, as well as a large proportion of residents that are part of sensitive populations, including children, older adults, and individuals with pre-existing health conditions. To address this need, the proposed project will help to further elevate air quality improvements as a local

priority through the expansion of community-based air monitoring and engagement with grassroots organizations, elected officials, government agencies, and local regulators.

Section 4 - Environmental Results: Outcomes, Outputs and Performance Measures

A. Expected Project Outputs and Outcomes:

<p>Task 1: Community Air Monitoring Plan Development</p> <p>Goal: To work with the Sustainable SGV Coalition members and other key stakeholders to develop a robust air monitoring plan that clearly addresses five elements: (1) air monitoring objectives, (2) methodology and timeline, (3) existing research and analysis, (4) scope and scale, and (5) roles and responsibilities.</p>
<p>Outputs:</p> <p>1A - Collaborate with community partners to draft details on air monitoring objectives and timeline</p> <p>1B - Identify community air monitoring methodology that includes types of data needed, tools available for use, and duration of monitoring</p> <p>1C - List background concentrations of the pollutant of interest, specific periods of interest, threshold levels of concern, and known sources</p> <p>1D - Define scope of monitoring and explain how monitoring will expand or complement existing programs</p> <p>1E - Draft list of SSG/APIFM staff, contractors, and community members that includes roles and responsibility for each</p>
<p>Short-Term Outcomes</p> <ul style="list-style-type: none"> Identified air pollutant issues and air monitoring needs in the community. Increased community awareness of prior local air pollution research and areas of missing sensor coverage. Identified the appropriate tools and resources to gather air pollution data. <p>Intermediate Outcomes</p> <ul style="list-style-type: none"> Established trust within the Sustainable SGV Coalition and community buy-in for an air monitoring project (Task 2). Identified existing local/state policies that aim to reduce air pollutants, especially in areas of high concern. Completed community air monitoring plan. <p>Long-Term Outcomes</p> <ul style="list-style-type: none"> *Reduction of particulate matter (0.3-10 $\mu\text{m}/\text{m}^3$). *Reduction of exposure to PM 2.5, ultra-fine particulate matter, and ambient particulate matter especially in high-risk communities (children, seniors, and low-income residents).
<p>Task 2: Air Monitoring</p> <p>Goal: Monitor local air quality trends in Alhambra and Monterey Park to identify disproportionate air pollution impacts and sources of particle pollution (as outlined in task 1).</p>
<p>Outputs:</p> <p>2A - Maintain and expand SSG/APIFM's PurpleAir sensor network in the cities of Alhambra and Monterey Park to collect localized air quality data measuring particulate matter (0.3-10 μm), temperature, and relative humidity.</p> <p>2B - In partnership with USC SCEHSC, train local youth and community members to utilize p-trak devices to assess ultra-fine PM levels (less than 0.1 μm) in the study area.</p> <p>2C - Process, analyze, and visualize data to meet community air monitoring objectives and publish a final report</p> <p>2D - Disseminate the final report along with easy-to-understand infographics of data analysis findings with local stakeholders and community members</p>
<p>Short-Term Outcomes</p> <ul style="list-style-type: none"> Identified particle pollution levels across different regions of Alhambra and Monterey Park. Increased community awareness about air pollution and particle pollution. Increased awareness of air monitoring tools/resources to help community members make informed decisions. Increased number of local residents in Alhambra and Monterey Park actively engaged and involved with the Clean Air SGV campaign.
<p>Intermediate Outcomes</p> <ul style="list-style-type: none"> Identified policy solutions to reduce exposure to PM and other harmful air pollutants. Identified mitigation strategies to reduce exposure to PM and other harmful air pollutants. *Collaborated with air sensor hosts and the Sustainable SGV Coalition to adopt local policies that reduce air

pollutants and mitigate air pollutant exposure.
Long-Term Outcomes <ul style="list-style-type: none"> *Reduction of particulate matter (0.3-10 µm) pollution. *Reduction of exposure to PM 2.5, ultra-fine particulate matter, and ambient particulate matter especially in high-risk communities (children, seniors, and low-income residents).
Task 3: Building Relationships with Goods Movement Corridor Organizations Goal: To establish new relationships and connections with organizations who are engaging with communities living along the Goods Movement Corridor in Los Angeles in order to develop and coordinate sustainable solutions to community air pollution concerns.
Outputs: 3A - Research and compile a comprehensive list of environmental organizations engaging communities living along the Goods Movement Corridor (Port communities of LA and Long Beach, communities along the I-710/Alameda Corridor, San Gabriel Valley, and Inland Empire). 3B - Hold meetings with at least five (5) organizations or existing coalitions focused on air pollution issues 3C - Organize a virtual panel to highlight the work of three (3) organizations working along the goods movement corridor with a break out session opportunity focused on discussing community air pollution solutions
Short-Term Outcomes <ul style="list-style-type: none"> Increased communication, collaboration, and awareness among local organizations engaging with communities along the Goods Movement Corridor.
Intermediate Outcomes <ul style="list-style-type: none"> *Mitigation actions taken by major regional polluters to reduce toxic air emissions from the ports, railyards, trucks, and distribution centers. *Mass deployment of air quality sensors to collect localized real time Particulate Matter 2.5 data along the goods movement corridor.
Long-Term Outcomes <ul style="list-style-type: none"> *Reduction of human exposure to and ambient concentrations of ultra-fine PM, PM 2.5, NOx, and other toxic air pollutants in the South Coast Air Quality Basin.

**These outcomes fall outside the proposed funding period. SSG/APIFM does not expect to achieve these outcomes during the proposed funding period.*

B. Performance Measures and Plan:

Task 1: Air Monitoring Plan Development
<p style="text-align: center;">Performance Measure(s) - What will success look like?</p> <p>Community mapping and research:</p> <ul style="list-style-type: none"> Develop a map of existing PurpleAir sensor locations and a list of locations for new sensor deployment. Compile report on air quality data available in Alhambra and Monterey Park (including data gaps), air quality resources/tools available, and existing policies aimed at reducing/mitigating air pollution. <p>Community air monitoring plan:</p> <ul style="list-style-type: none"> Engagement with Sustainable SGV coalition members, community partners, and community stakeholders to develop a comprehensive air monitoring plan which outlines air monitoring objectives, methodology and timeline, existing research and analysis, scope and scale, and roles and responsibilities. <p>Community outreach & engagement:</p> <ul style="list-style-type: none"> Soliciting community input and feedback on the air monitoring plan to ensure that air monitoring (task 2) will be beneficial and impactful.
<p style="text-align: center;">Evaluation Criteria/Metrics - How will success be measured?</p> <p>Community mapping and research:</p>

- Utilizing the ArcGIS mapping tool to develop one map of the study area factoring in other environmental justice data from EJSCREEN, CalEnviroScreen, and relevant California legislation (AB 1550 & SB 535)
- Incorporating the relevant research findings into three (3) outreach flyers/infographics and one (1) educational powerpoint to be shared with residents.

Community air monitoring plan:

- Conducting three (3) community meetings to share information and develop the air monitoring plan.
- Completing one (1) community air monitoring plan.

Community outreach & engagement:

- Participating in two (2) community events/fairs, reaching 30 community members in-language (Mandarin, Cantonese, Vietnamese, & Spanish).
- Conducting an online survey to gather feedback, reaching 50 community members.

Task 2: Air Monitoring

Performance Measure(s) - What will success look like?

Community outreach & education:

- Develop air pollution and air sensor educational materials
- Share educational materials, data analysis findings and resources to residents in Alhambra and Monterey Park through distribution of outreach materials and participating in community events and resource fairs
- Utilize the p-trak sensor as a tool to engage local youth to get civically engaged in their communities

Air sensor deployment & data collection:

- Re-engagement with all existing PurpleAir sensor hosts
- Troubleshoot any PurpleAir sensor issues and distribute additional PurpleAir sensors in community hotspots where sensor coverage is missing

Data Analysis:

- Analyze temporal and spatial particulate matter 2.5 (PM 2.5) ambient levels in the study area
- Analyze temporal and spatial ultra-fine particulate matter ambient levels in the study area

Data Dissemination:

- Completion of a final data analysis report and development of infographics to highlight key findings

Policy and mitigation strategy development:

- Develop local policy solutions and mitigation strategies with the Sustainable SGV coalition members and other key stakeholders

Evaluation Criteria/Metrics - How will success be measured?

Community outreach & education:

- Conducting two (2) community workshops reaching twenty (20) new air sensor hosts
- Participating in four (4) tabling events & resource fairs, reaching 100 community members
- Training 20 local youth and/or community members to utilize the p-trak sensor to assess ultra-fine PM levels (less than 0.1 μm) in the study area.

Air sensor deployment & data collection:

- Engaging 50 sensor hosts and activating 50 PurpleAir sensors to collect air quality data
- Distributing 20 sensors to community hotspots

Data Analysis:

- Analyzing data from fifty (50) outdoor PurpleAir sensors within the study area over the course of 1 year
- Analyzing data from four (4) p-trak monitoring sessions in the study area

Data Dissemination:

- Publish report findings and summaries to SSG/APIFM's website, newsletter, and social media reaching at least 1,500 people

Policy and mitigation strategy development:

- Hosting three (3) community strategy meetings to develop the policy agenda and priorities
- Meeting with at least 1 city councilmember from both Alhambra and Monterey Park to discuss policy recommendations and implementation feasibility.

Task 3: Building Relationships with Goods Movement Corridor Organizations

Performance Measure(s) - What will success look like?

Relationship building & collaboration:

- New relationships and connections established with organizations engaging with communities along the goods movement corridor.
- Increased regional coordination/collaboration between organizations to improve air quality.

Community outreach & engagement:

- Creation of visually engaging materials and a creative marketing campaign that reaches the intended audience (including but not limited to: environmental justice organizations, government regulators, air quality/pollution researchers, students, and residents who live along the good movement corridor).
- A well facilitated and attended event that highlights the work of local CBO's and spurs dialogue, new connections, and network building.

Evaluation Criteria/Metrics - How will success be measured?

Relationship building & collaboration:

- Meeting with 5 organizations or existing coalitions to discuss air pollution issues.
- Organizing and hosting a virtual panel event with 3 organizations doing work along the goods movement corridor.
- Pursuing future funding opportunities with local partners to continue and sustain the work.

Community outreach & engagement:

- Event outreach flier and social media post will reach 1,500 people in APIFM's network and beyond.
- At least 50 people from diverse backgrounds will attend and participate in the virtual panel event.

C. Timeline and Milestones:

Start Date	End Date	Staff/Org	#	Milestones
Nov. 2022	Dec. 2022	PM & CEC	1A	Conduct research and develop map/outreach materials
Nov. 2022	Feb. 2023	CD, PM, CEC, SPC	1A, 1B, 1C, 1D, 1E	Develop draft document with air monitoring objectives, methodology and timeline, existing research and analysis, scope and scale, and roles and responsibilities (3 meetings)
Nov. 2022	Feb. 2023	CEC	2A	Engage with air sensor hosts, distribute new sensors, and conduct educational workshops for sensor hosts
Feb. 2023	Feb. 2023	CD & PM	R	Quarterly report 1 and invoice submitted
Feb. 2023	Mar. 2023	PM, CEC, SPC	1A, 1B, 1C, 1D, 1E	Solicit community input and feedback about air monitoring plan and finalize plan
Jan. 2023	Mar. 2023	APIFM/USC/REC	2B	P-trak sensor training with local youth and community members
Mar. 2023	Feb. 2024	APIFM/USC/REC	2A, 2B	Data collection phase and community outreach
Mar. 2023	Aug. 2023	CD & PM	3A	Research and compile outreach list of organizations working along the goods movement corridor
May 2023	May 2023	CD & PM	R	Quarterly report 2 and invoice submitted
Sep. 2023	Feb. 2024	CD & PM	3B	Outreach and meet with environmental organizations
Aug. 2023	Aug. 2023	CD & PM	R	Quarterly report 3 and invoice submitted

Nov. 2023	Nov. 2023	CD & PM	R	Quarterly report 4 and invoice submitted
Feb. 2024	Feb. 2024	CD & PM	R	Quarterly report 5 and invoice submitted
Mar. 2024	Aug. 2024	APIFM/USC/REC	2C	Data analysis phase
Mar. 2024	Aug. 2024	CD, PM, CEC, SPC	3C	Coordinate and outreach for panel event in the Fall
May 2024	May 2024	CD & PM	R	Quarterly report 6 and invoice submitted
Aug. 2024	Aug. 2024	CD & PM	R	Quarterly report 7 and invoice submitted
Sep. 2024	Oct. 2024	APIFM/USC/REC	2D	Data dissemination phase
Sep. 2024	Oct. 2024	PM, CEC, SPC	3C	Virtual good movement corridor panel
Nov. 2024	Nov. 2024	CD & PM	R	Final invoice submitted
Jan 2025	Jan 2025	CD & PM	R	Final report submitted

Section 5 - Quality Assurance- Please see attachment

Section 6 – Programmatic Capability and Past Performance

A. **Past Performance:** SSG/APIFM is submitting two (2) grants as proof of past performance - 1) The California Air Resources Board (CARB) funded the Clean Air SGV project from 2018-2021; and 2) the South Coast Air Quality Management District (through the US EPA Science to Achieve Results also known as STAR grant) funded the PurpleAir Sensor project from 2018-2020.

In 2018, SSG/APIFM partnered with the South Coast Air Quality Management District (SCAQMD), Sonoma Technology, and the University of California Los Angeles (UCLA) Fielding School of Public Health to work on the US EPA's STAR grant program. SSG/APIFM was awarded \$20,000 for the project entitled, "Engage, Educate, and Empower California Communities on the Use and Application of 'Low Cost' Air Monitoring Sensors." SSG/APIFM successfully completed all of the requirements of the grant which included distributing 50 Purple Air sensor devices to community members throughout the cities of Alhambra and Monterey Park. In addition, SSG/APIFM collaborated with the SCAQMD to host community sensor workshops to train people how to utilize, analyze, and interpret their sensor readings. SSG/APIFM partnered with CMC REC and SCAQMD on a comprehensive [research study](#) analyzing 4 Purple Air sensors over the course of a calendar year that SSG/APIFM installed at Mark Keppel High School (MKHS)

The foundation that was built by the STAR project, and an older SSG/APIFM pilot in 2015 called Kids Making Sense, funded by the North American Association for Environmental Education (NAAEE), enabled SSG/APIFM to pursue a grant opportunity with CARB, which established the Community Air Grant Program (CAGP) funded by Assembly Bill 617 (AB 617). SSG/APIFM was awarded \$301,755 for the Clean Air SGV program which ran between November 2018 until February 2021. The major outcomes of the grant included: (1) Engaging over 200 residents and educating them about air pollution, (2) engaging over 15 community residents and leaders in a stakeholder working group, (3) developing and leading a successful advocacy campaign centered on reducing harmful PM 2.5 emissions, and (4) conducting research on local air quality trends based on the network of Purple Air sensors already deployed during the US EPA STAR grant program.

B. Reporting Requirements: SSG/APIFM worked with the SCAQMD to successfully achieve all the required reporting deliverables of the grant which included creating action plans for program implementation, quarterly check-ins with our project officer, providing annual progress reports, and submitting a final project report. The research findings from MKHS were included with SCAQMD's Air Quality Sensor Performance Evaluation Center's (AQ-SPEC) analysis of the PurpleAir sensor devices as part of the final report.

SSG/APIFM was also successful in achieving all the goals, objectives, and outcomes outlined by the CARB funded Clean Air SGV grant programs. This includes all the project management and administrative/reporting requirements outlined such as submitting quarterly narrative progress reports and financial disbursement requests (including all appropriate back up documentation). In addition, SSG/APIFM completed a final narrative report, program evaluation, and comprehensive data analysis report that was developed in collaboration with Dr. Jun Wu and Dr. Amirhosein Mousavi with the University of California at Irvine (UCI).

C. Staff Expertise: The proposed project will be implemented by a team which includes SSG/APIFM's Co-Director, Kyle Tsukahira; Program Manager Duke Choi; Senior Policy Coordinator Je-Show Yang; and Community Engagement Coordinator Clarissa Choy. Collectively the SSG/APIFM team has over 15 years of experience working on health and environmental justice issues in the API community.

In his role as Co-Director, Mr. Tsukahira will be responsible for project oversight. Mr. Tsukahira has over nine years of experience in leading community-based grassroots programs focused on health equity, food access, and environmental justice for API communities in Los Angeles. He has been at the forefront of APIFM's air pollution work since 2013 and managed the 2018-2021 CARB CAGP program. Mr. Tsukahira's leadership and expertise around environmental education, outreach, and advocacy will be vital to the success of this project, including overseeing other involved staff members.

As Program Manager, Mr. Choi will provide day-to-day project management and be the main point of contact with external partners around communities impacted by the goods movement. For the past three years, Mr. Choi managed the Tobacco Control and Prevention Program funded by the Los Angeles County Department of Public Health to address tobacco use and secondhand smoke in outdoor areas. Mr. Choi worked closely to partner with multiple stakeholders within the API communities to accomplish a policy adoption model-based policy campaign.

As Senior Policy Coordinator, Mr. Yang will support issue area research and provide technical assistance to the Sustainable SGV Coalition members and elected officials and existing Coalition members. He has over 3 years of experience in public affairs and community organizing. Mr. Yang worked closely with Alhambra Councilmember Jeff Maloney to adopt the Permit Streamlining Ordinance for Electric Vehicle Charging Stations.

As the Community Engagement Coordinator, Ms. Choy will coordinate with partners and air sensor hosts. For the past three years, Ms. Choy has spent time engaging and coordinating with schools and other community partners as part of the Tobacco Control and Prevention Program funded by the Los Angeles County Department of Public health to address tobacco use, student vape usage, and secondhand smoke in outdoor areas.

Section 7 – Budget

A. Budget Details:

Line Item & Itemized Cost	EPA Funding
Personnel	
(1) Co-Director @ \$31.11/hr x 1 hr/wk x 104 wks	\$3,235
(2) Program Manager @ \$27.37/hr x 8 hrs/wk x 104 wks	\$22,772

(3) Senior Policy Coordinator @ \$25.38 x 3.4 hrs/wk x 104 wks	\$8,974
(4) Community Engagement Coordinator @ \$22.33 x 12 hrs/wk x 104 wks	\$27,868
TOTAL PERSONNEL	\$62,849
Fringe Benefits	
27% of Salary and Wages @ 27% x Total Personnel - Retirement, Health Benefits, FICA, SUI	\$16,969
TOTAL FRINGE BENEFITS	\$16,969
Supplies	
Zoom subscription @ \$200/yr x 2 yrs	\$400
TOTAL SUPPLIES	\$400
Contractual	
Translation (Spanish) @ \$0.34/word x 250 words	\$85
Translation (Chinese & Vietnamese) @ \$0.46/word x 418 words	\$192
TOTAL CONTRACTUAL	\$277
Other – Participant Support Costs	
Coalition Member Stipends @ \$100/member x 15 members x 2 years	\$3,000
Air Sensor Host Stipends @ \$25/host x 70 hosts x 2 years	\$3,500
Community Workshop Stipends @ \$240/workshop x 5 workshops	\$1,200
Community Panel Stipends @ \$250/panelist x 3 panelists	\$750
Community Survey Stipends @ \$10/participant x 50 participants	\$500
TOTAL OTHER	\$8,950
Indirect Charges	
Federal Indirect Cost Rate x Total Direct Costs = Indirect Costs (Federal Negotiated Indirect Cost Rate = 11.8%)	\$10,555
TOTAL INDIRECT	\$10,555
TOTAL FUNDING	\$100,000
TOTAL PROJECT COST	\$100,000

B. Reasonableness of Costs:

Personnel:

- The Co-Director (CD) will provide 2.5% FTE to this task. The CD will be responsible for project oversight. The CD's leadership and expertise around environmental education, outreach, and advocacy will be vital to the success of this project, including oversight of staff, finances, and reporting. Calculated at \$31.11/hr x 1 hr/wk x 104 wks = **\$3,235**.
- The Program Manager (PM) will provide 20% FTE to this task. The PM will provide day-to-day project management and be the main point of contact with external partners around communities impacted by the goods movement. Calculated at \$27.37/hr x 8 hrs/wk x 104 wks = **\$22,772**.
- The Senior Policy Coordinator (SPC) will allocate 8.5% FTE to this task. The SPC will support issue area research and provide technical assistance to the Sustainable SGV Coalition members and elected officials and existing Coalition members. The SPC will also continue to build/sustain relationships with local elected officials to maintain their support. Calculated at \$25.38 x 3.4 hrs/wk x 104 wks = **\$8,974**.
- The Community Engagement Coordinator (CEC) will allocate 30% FTE to this task. The CEC will be responsible for engaging with and convening the community stakeholder working group members to present research updates, identify gaps in community air quality monitoring and pinpoint new monitoring locations. Calculated \$22.33 x 12 hrs/wk x 104 wks = **\$27,868**.

Total personnel costs = **\$62,849**

- *Fringe benefits:* The fringe benefit rate for Special Service for Groups is calculated at 27% of salaries (FICA 7.65%, Worker's Compensation 3.35%, LTD 0.01%, Medical/Dental 8.49%, Retirement 7.5%). Fringe benefits for personnel are calculated at 27% x \$62,849 = **\$16,969**.

Total Personnel: \$79,818

Supplies Cost:

<ul style="list-style-type: none"> • <i>Zoom subscription:</i> This line item will cover the cost of a Zoom subscription for staff to remain in communication with partners and community members including meetings, workshops, and webinars. Calculated at \$200 per year x 2 years = \$400.
Total Supplies Costs: \$400
<u>Subcontractors/Consultants:</u>
<ul style="list-style-type: none"> • <i>Professional language translation:</i> This line item will be used to cover the cost of translating relevant educational, agreements and meeting materials into Chinese (simplified), Vietnamese, and Spanish. Providing translated materials is vital to ensuring that limited English proficient (LEP) community members can participate. Calculated at: Spanish (\$0.34/word x 250 words = \$85) + Chinese (simplified) (\$0.46/word x 209 words = \$96) + Vietnamese (\$0.46/word x 209 words = \$96) = \$277.
Total Subcontractor/Consultant Costs: \$277
<u>Participant Support Costs:</u>
<ul style="list-style-type: none"> • <i>Community stakeholder stipends:</i> This line item will cover stipends to appreciate and honor the time of community stakeholder working group members who volunteer their time with the project. Calculated at \$100 x 15 participants x 2 years = \$3,000. • <i>Air sensor host stipends:</i> This line item will cover stipends for participants hosting PurpleAir sensors that collect localized air quality data. Calculated at \$25 per host x 70 hosts = \$3,500. • <i>Community workshop stipends:</i> This line item will cover the facilitation cost of USC SCEHSC for this task. USC SCEHSC will assign a team including a community engagement liaison and/or a postdoctoral fellow to work with SSG/APIFM staff to train local youth and community members to utilize p-trak sensors to assess ultra-fine PM levels in the study area. Calculated at \$240 per workshop x 5 workshops = \$1,200. • <i>Community Panel stipends:</i> This line item will cover the panel discussion and break out room facilitation costs of panelists for this task. SSG/APIFM will moderate a community panel with at least three panelists doing work along the Goods Movement Corridor. Calculated at \$250 per panelist x 3 panelists = \$750. • <i>Community Survey stipends:</i> This line item will cover stipends for participants completing surveys soliciting community input on the air monitoring plan to ensure that proposed air monitoring tasks will be beneficial and impactful. Calculated at \$10 per participant x 50 participants = \$500.
Total Participant Support Costs: \$8,950
Subtotal of direct costs: \$89,445
Indirect 11.8% of Total Direct Costs: \$89,445*11.8% = \$10,555
Grand Total: \$79,818 + \$400 + \$277 + \$8,950 + \$10,555 = \$100,000

C. **Expenditure of Awarded Funds:** SSG/APIFM manages multiple contracts from various public and private sources and has developed policies and practices to consistently ensure that funds are spent following contract/grant requirements, as well as to monitor program progress and impact. SSG/APIFM assigns cost centers for each funding stream, so a unique cost center would be established to track this EPA grant funding. The SSG/APIFM Director and Program Managers meet monthly with the assigned accountant to review all cost centers and ensure that grant funds are accurately expended for eligible items.

SSG/APIFM also utilizes a check request system to review and approve expenses; each check request identifies a specific cost and must be accompanied by the appropriate supporting documentation such as an invoice or receipt. The check request is first reviewed and approved by the Director and then reviewed by an assigned accountant before payment is issued. Should a check request identify an ineligible item or have insufficient documentation, it is not charged but returned for revision. SSG/APIFM's team is in place for this proposed project and does not expect any delays in project implementation if funded. Working with the accountant, staff will be able to set up a new cost center to receive and track expenses within a week of the grant award.

MAYOR JEFFREY KOJI MALONEY

City of Alhambra
P.O. Box 6005
Alhambra, CA 91802

March 23, 2022

Mr. Tim Roberts
U.S. Environmental Protection Agency
Office of Air and Radiation
1200 Pennsylvania Ave., N. W.
Washington, DC 20460

**Support for SSG/APIFM's Application to the
Enhanced Air Quality Monitoring for Community Grants Program**

Dear Mr. Roberts:

As the Mayor of the City of Alhambra, I am pleased to submit this letter of support for Special Service for Groups' Asian Pacific Islander Forward Movement's (SSG/APIFM) proposal to the United States Environmental Protection Agency's (EPA) Enhanced Air Quality Monitoring for Communities Grants Program.

SSG/APIFM, the applicant for the proposed project, has been a valued stakeholder in the City of Alhambra. Over the past 9 years, I have seen their commitment to improving the public health and environmental health of our city. Working directly with residents, they have been an important ally for our city in addressing issues of air pollution and park access. They have excelled at educating and raising awareness among numerous residents on the problems around air quality.

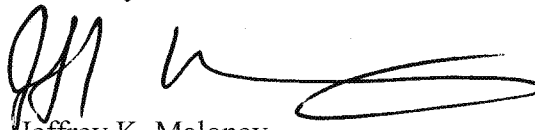
From my perspective as a local elected official and professionally, as an environmental attorney, I can attest that SSG/APIFM is highly qualified and uniquely positioned to implement the proposed scope of work. In particular, SSG/APIFM's involvement with our local Asian American, Native Hawaiian and Pacific Islander (AANHPI) community on issues of environmental and public health is unmatched. As a nonprofit serving the fastest growing ethnic group in the nation, I cannot stress how crucial it is to have partners like SSG/APIFM to lead this effort.

SSG/APIFM will engage AANHPIs in the SGV, especially Alhambra and Monterey Park, where data shows that both cities rank one of the highest within the region as it pertains to levels of air pollution. SSG/APIFM has a long history of culturally and linguistically appropriate community engagement, education and mobilization to reach the diverse AANHPI communities around environmental justice issues such as air quality. Through the proposed project, SSG/APIFM will (1) develop an air monitoring plan with community members, (2) conduct thorough air monitoring through local air sensor hosts in Alhambra and Monterey Park, and (3) develop new meaningful relationships with organizations engaged with improving air pollution along the Goods Movement Corridor in Los Angeles.

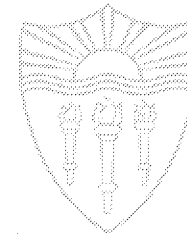
I urge the U.S. EPA to support the efforts of SSG/APIFM to develop and implement this project which will bring much needed air monitoring activities in the AANHPI community.

I am confident in SSG/APIFM's ability to execute the proposed program and fully support this proposal. If you have any questions, please feel free to contact me at jmaloney@cityofalhambra.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Maloney', followed by a long horizontal flourish.

Jeffrey K. Maloney
Mayor, City of Alhambra



Department of Population and Public Health Sciences

March 24, 2022

United States Environmental Protection Agency (US EPA)
Enhanced Air Quality Monitoring for Communities (EPA-OAR-OAQPS-22-01)
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

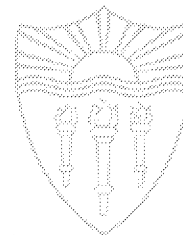
RE: Letter of Support

Dear US EPA Selection Committee,

As the Director of Community Engagement at the University of Southern California's (USC) Southern California Environmental Health Sciences Center (SCEHSC), I am pleased to submit this letter of support for Special Service for Groups/Asian & Pacific Islander Forward Movement's (SSG/APIFM) proposal to the United States Environmental Protection Agency's (US EPA) Enhanced Air Quality Monitoring for Communities Grants Program.

Over the past two decades, our Community Engagement program has developed partnerships with decision-makers to integrate science-based information and community-based action groups to ensure that reducing health, environmental, and community impacts of international trade becomes central to the transportation planning and urban design process. Our academic-environmental justice partnership has worked to shift the debate about transportation, industrial activities, and health to elevate community voices in policymaking, while ensuring that advocates and policymakers use the latest science to inform their efforts. Air pollution remains a major environmental concern especially for low-income communities of color across Los Angeles County. Fine and ultra-fine particulate matter (PM) pollution associated with near roadway exposure is of particular concern for many vulnerable populations. The cities of Alhambra and Monterey Park are located east of the City of Los Angeles, located in between the San Gabriel Mountains to the north and the Puente Hills to the south. They are surrounded by a series of freeways: the I-710 to the West, the I-210 to the North, the I-605 to the East, the SR-60 to the South, and the I-10 freeway that cuts through the center. Many of these freeways are responsible for transporting goods from the ports of Los Angeles and Long Beach throughout the region and to the rest of the country. This movement of goods causes a disproportionate impact for many communities along the corridor, increasing the concentration of harmful toxins in the surrounding air.

Our Community Engagement team at SCEHSC has collaborated directly with SSG/APIFM over the past 8 years on various student led projects to study and address air pollution concerns in the San Gabriel Valley and beyond. Beginning in 2013, SSG/APIFM partnered with students from C&S, a student organization at Mark Keppel High School, to building capacity among youth



Department of Population and Public Health Sciences

to understand air pollution and work with them to develop solutions to the daily environmental risks that their school faces. Our Community Engagement team partnered with SSG/APIFM to lead air quality workshops with the youth and conduct live air monitoring sessions utilizing a P-trak Ultrafine Particle Counter 8525 (TSI) to measure levels of ultrafine particulate matter (UFP) around the campus that is immediately adjacent to the Interstate 10 highway.

More recently, we partnered with SSG/APIFM and other grassroots environmental justice organizations on, "A Day in the Life," program. This program combined air monitoring, participatory science and digital storytelling to learn and characterize air quality where participants live, work and study. In 2018-2019, 30 youth have completed the program and co-organized with USC a Youth for EJ Summit at USC, where the youth participants from different communities developed posters and shared experiences and issues facing their neighborhoods to 77 people. This community science and participatory air monitoring experience was featured at the Low Cost Air Sensors Conference, the Air Sensors International Conference and Citizen Science International Conference (attended by the CEC with 4 community youth participants).

For the US EPA Enhanced Air Quality Monitoring for Communities proposal, USC SCEHSC will work with SSG/APIFM to: (1) develop a robust air monitoring plan, (2) process temporal and spatial particulate matter 2.5 (PM 2.5) ambient levels in the study area utilizing the PurpleAir sensor, (3) train local youth and community members to utilize P-trak devices to assess ultrafine PM levels (less than 0.1 microns per cubic meter) in the study area, and (4) analyze the results to produce a final research report. I fully support and commit to the goals and objectives outlined in this proposal. Additionally, I am confident in SSG/APIFM's ability to successfully lead the proposed project and look forward to working with them. If you have any questions, please feel free to contact me via phone (323-422-1099) or email (jillj@usc.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Jill Johnston".

Jill Johnston, PhD

Associate Professor
Director, Community Engagement Program
Division of Environmental Health
Department of Population and Public Health Sciences
Keck School of Medicine

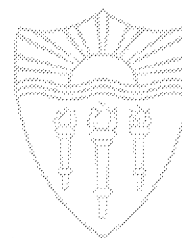


Department of Population and Public Health Sciences

University of Southern California

P: 323-442-1099

E: jillj@usc.edu





March 24, 2022

United States Environmental Protection Agency (US EPA)
Enhanced Air Quality Monitoring for Communities (EPA-OAR-OAQPS-22-01)
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460

RE: Letter of Support

Dear US EPA Selection Committee,

As the Assistant Director of the Roberts Environmental Center (REC) at Claremont McKenna College (CMC), I am pleased to submit this letter of support for Special Service for Groups/Asian & Pacific Islander Forward Movement's (SSG/APIFM) proposal to the United States Environmental Protection Agency's (EPA) Enhanced Air Quality Monitoring for Communities Grants Program.

For seven years, I have supervised 40 student analysts each academic year at the REC, and I've overseen their many research and consulting contributions to the fields of environmental policy, governance, outreach, energy and resilience both locally and globally. The REC is one of the 11 research institutes and centers at Claremont McKenna College. The mission of the REC is to contribute to the practical solutions of pressing environmental challenges through research and engagement with the private, public, and non-profit sectors through student-led teams. REC student analysts research real-world environmental issues from broad perspectives, considering science, economics, and policy.

CMC's REC collaborated directly with SSG/APIFM on a student led project to study and address air pollution concerns at Mark Keppel High School (MKHS). Air pollution remains a major environmental concern especially for low-income communities of color across Los Angeles County. Fine and ultra-fine particulate matter (PM) pollution associated with near roadway exposure is of particular concern for many children and youth. MKHS is located in Alhambra, CA, within 50 feet of the high-traffic Interstate 10 (I-10) Freeway. Beginning in 2018, student researchers from REC worked with SSG/APIFM and students from MKHS to identify air quality trends and implement solutions for minimizing harmful health effects due to poor air quality. SSG/APIFM was able to install four PurpleAir sensors at various locations on the MKHS campus. In collaboration with the South Coast Air Quality Management District (SCAQMD), the REC analyzed over a year's worth of PurpleAir sensor data and developed a report analyzing the PM_{2.5} air quality trends at MKHS.

The student team at the REC learned new software and techniques to analyze the sensor data, and they resourcefully reached out to a number of college professors from the Claremont Colleges and local experts if questions arose. They also established professional relationships



with SSG/APIFM and SCAQMD that helped guide the projects and lead to future opportunities. The team was able to provide viable solutions from the data analysis to the clients for monitoring air quality and its effects. Valuable real-world experience is one of the goals of the REC, and this project was a leader in providing such.

For the US EPA Enhanced Air Quality Monitoring for Communities proposal, the REC will work with SSG/APIFM to: (1) develop a robust air monitoring plan, (2) process temporal and spatial particulate matter 2.5 (PM 2.5) ambient levels in the study area utilizing the PurpleAir sensor, and (3) analyze the results to produce a final research report. I fully support and commit to the goals and objectives outlined in this proposal. Additionally, I am confident in SSG/APIFM's ability to successfully lead the proposed project and look forward to working with them. If you have any questions, please feel free to contact me via phone (909-519-4415) or email (kristin.miller@cmc.edu).

Sincerely,

A handwritten signature in black ink, appearing to be "Kristin Miller", written in a cursive style.

Kristin Miller
Assistant Director, Roberts Environmental Center
Claremont McKenna College

Email: kristin.miller@cmc.edu
Phone: 909-519-4415
Website: <https://rec.cmc.edu/>

RESUMES

Clarissa Choy

Ex. 6 Personal Privacy (PP)

Education

CALIFORNIA STATE UNIVERSITY OF LOS ANGELES | LOS ANGELES, CA

- B.S. Public Health, Spring 2019

Experience

COMMUNITY ENGAGEMENT COORDINATOR | APIFM | LOS ANGELES, CA

June 2019 – Present

- Assess community needs and assets regarding tobacco-related issues
- Develop outreach and engagement plans for "Smoke-Free Outdoors" policy campaign
- Build and maintain active relationships with community partners and residents
- Facilitate and implement policy campaign activities related to tobacco prevention in outdoor activities

INTERN | ASIAN PACIFIC ISLANDER FORWARD MOVEMENT | LOS ANGELES, CA

December 2018 – June 2019

- Assisted teams with nutrition education workshops
- Database management for air quality policy work

MEDICAL BILLING ASSISTANT | FINANCIAL HEALTHCARE SERVICES | PASADENA, CA

July 2016 – February 2017

- Worked with hospital management systems, RAs, EOBs, HCFAs, and UBs to resolve billing issues
- Demonstrated excellent communication skills when working with both government and non-government entities to secure details on patient accounts

TEACHER'S AIDE | LA SIERRA UNIVERSITY | RIVERSIDE, CA

December 2014 – June 2016

- Assisted 300+ students as a Human Anatomy & Physiology lab T.A. (2014-15) and grader (2015-16)

Volunteer Experience

CHINESE CHRISTIAN FAMILY CHURCH | ALHAMBRA, CA

June 2013 – Present

- Serves at home church as a pianist and a musical worship leader for youth and college fellowships
- Served in several committees for large outreach events

CALIFORNIA STATE UNIVERSITY OF LOS ANGELES | LOS ANGELES, CA

September – December 2018

- Worked with colleagues from a Community Marketing course on a Basic-Needs Resource Mapping project to provide recommendations to Cal State LA's Food Pantry

Skills & Abilities

- Proficient in Microsoft Word, Excel, PowerPoint, as well as Google Drive
- Word Processing & Data Entry | 95 wpm; 10,000 kph
- Conversational in Mandarin and the Teochew dialect

Duke Choi

Ex. 6 Personal Privacy (PP)

Work experience

03/2019 – present

Program Manager

API Forward Movement, Alhambra, CA

- Responsible for overall planning, development, and implementation of a "Smoke-free Outdoors" policy campaign.
- Manage, supervise, and support the professional development of community engagement and administrative staff members on the team.
- Conduct community outreach and engagement to assist the program in identifying community stakeholders and build a coalition to support the campaign.
- Responsible for coordination with Los Angeles County Department of Public Health to attend meetings, prepare reports, invoices, and other administrative requirements in a timely manner.

08/2015 – 12/2018

Team Lead

Provant Health Solutions, LLC, CA

- Supervised diverse team of healthcare professionals in implementation and documentation of wellness programs for various companies and under served communities in California.
- Facilitated communications and administration of on-site health screenings, health coaching and educational programs focused on health topics (e.g.– Cholesterol, hypertension, diabetes, smoking cessation, etc.) relevant to targeted workforce.
- Maintained accurate records of participants' records, safeguarded the confidentiality in the discipline and behaved in complete professional manner.
- Mentoring and training of 100+ junior and new staff, evaluations, and administrative duties in compliance to health and safety laws.

02/2012 – 06/2014

Research Assistant

USC Clinical Exercise Research Center, Los Angeles, CA

- Attended weekly project meetings, maintained detailed meeting notes, completed assignments timely, provided ready access to all data for fellow researchers.
- Piloted a project regarding caloric expenditure during resistance training using crossover experimental design resulting in exposure to effective statistical and research methods.
- Assessed and surveyed potential candidates for recruitment. Prepared interview questions, recruited and interviewed participants following strict guidelines.
- Optimized experiment schedules and coordinated with other researchers to ensure productive and effective lab operation.

Education

08/2017 – 05/2019

Master of Public Health

California State University, Fullerton; Fullerton, CA

08/2010 – 12/2012

B.A. Human Biology

University of Southern California, Los Angeles, CA

Internship

01/2019 – 03/2019

Intern

API Forward Movement, Alhambra, CA

- Developed Midwest Strategy Chart and Decision Maker Matrix to address smoking in outdoor areas.
- Conducted public opinion surveys to assess community needs.
- Attended meetings and participated in activities held by funders, partners, and other stakeholders.
- Organized and maintained program data and documentation.

Je-Show Yang
Ex. 6 Personal Privacy (PP)

SKILLS:

- Experienced in: Salesforce (Intermediate), Interseller (Intermediate), Microsoft Office (Proficient), G Suite (Proficient)
- Language: English (Native Language) and Mandarin Professional Proficiency (ILR Scale)

PROFESSIONAL EXPERIENCE

Asian Pacific Islander Forward Movement (APIFM), Alhambra, CA

Jan 2020-Present

Senior Policy Coordinator

- Worked with Alhambra City Councilmembers to pass the Permit Streamlining Ordinance for Electric Charging Stations
- Organized residents for multimodal transit leading to Monterey Park to reconsider \$86.3 million for alternative projects
- Provided technical assistance for local jurisdictions to create local plans for improving sustainability practices
- Coordinated outreach campaign on transportation and green space feedback with over 80 respondents in local cities

Policy Coordinator

- Led over 10 stakeholder meetings with local electeds and leaders resulting in an environmental justice policy platform
- Wrote public comment letters which led to Alhambra and Monterey Park prioritizing sustainability plans for the year
- Created a public opinion survey on attitudes of local air quality and desired policy actions with over 70 respondents

Asian Pacific American Leadership Foundation (APALF), Los Angeles, CA

Jul 2019-Jan 2020

Account Coordinator

- Coordinated grant writing management from Asian American and documentary film funds that totaled \$55,000
- Organized budget of \$550,000 for APALF's documentary, *The Race*, to provide estimated costs for production
- Executed proposal for over 20 film festival submissions, including Sundance, Slamdance, and SXSW Film Festival

Coro Southern California, Los Angeles, CA

Aug 2018-Jun 2019

Coro Fellow in Public Affairs

Participated in a cross-sectorial leadership training program in public affairs through the following work experiences:

- **International Brotherhood of Electrical Workers Local 11:** Conducted comparative financial analysis of employers for over 10 job classifications in wages and employment benefits in assistance of a labor campaign
- **Sean Flynn for Congress Campaign California 31st District:** Engaged over 1,600 constituents through canvassing and creating campaign messages for 8 neighborhoods, calling voters, and distributing flyers in San Bernardino region
- **Office of Nick Melvoin Los Angeles Unified School District:** Provided critical research analysis and summary on 6 internal and external research reports on LAUSD's performance in K-12 educational programs
- **Lynwood Unified School District:** Coordinated the creation of 4 HIV/AIDS curricula and career/college preparatory guide for more than 7,000 students at the middle and high school level at the secondary education department

University of Florida, Gainesville, FL

Aug 2016-Apr 2018

Senior Thesis: Taiwanese and South Korean LGBT Movements

- Compiled 15 years of party vote share in Taiwan's Legislative Assembly and South Korea's National Assembly
- Executed content analysis of over 100,000 news articles on topics relevant to unification in Taiwan and South Korea
- Performed detailed on-site interviews of LGBT activists, magazine editors, and organizations in Taiwan

Asian Pacific Islander American Affairs, Gainesville, FL

Aug 2015-May 2017

Chair of Community Outreach,

- Organized 7 Asian American empowerment workshops with an aggregate increase of satisfactory attendance by 30%
- Created semesterly workshop with 4 organizations for over 40 participants with a budget of \$500 from UF Department
- Managed a team of 3 on 5 projects to foster community with different Asian American groups with a budget of \$1,500

EDUCATION

University of Florida, B.A. in Political Science and Economics, Minor in Chinese, *Magna Cum Laude*

May 2018

- **Activities:** Served on the Committee of the UFlourish Asian Pacific Islander Mental Health Campaign
- **Achievements:** Dean's Four Year Medal, University Scholars Program Fund, and Reuben Askew Scholars Fund

Contact

Ex. 6 Personal Privacy (PP)

Top Skills

Community Outreach

Leadership

Research

Certifications

Community Engagement Academy

Emerging Leaders Program (ELP)

Protective Controls Qualified
Individual (PCQI)

Health Rising Leadership Institute
(HRLI)

Food Systems Leadership Intensive

Kyle Tsukahira

Co-Director at Asian Pacific Islander Forward Movement
Los Angeles

Summary

My purpose is to highlight the amazing work non-profits are doing so they can raise money to sustain their staff and programs. I will accomplish this through harnessing the power of storytelling, film making, and community organizing.

Experience

Asian Pacific Islander Forward Movement

9 years 1 month

Co Director

February 2022 - Present (2 months)

Los Angeles Metropolitan Area

Program Manager II

February 2020 - January 2022 (2 years)

Los Angeles County, California, United States

Interim Director

June 2019 - February 2020 (9 months)

Greater Los Angeles Area

Direct APIFM programming, administration, finances, and development.

Oversee annual budget of \$930k. Supervise a team of 13 staff. Coordinate with advisory board and executive leadership committee during transition period. Facilitate search for and selection of a new program director.

Program Manager

March 2013 - June 2019 (6 years 4 months)

Greater Los Angeles Area

Led grassroots food and environmental justice programs. Oversaw multiple grants ranging from \$5k - \$300k+. Produced video content that brought in \$11,500 in grant money. Collaborated with over 40 community institutions. Supervised a team of 3-5 staff.

Directed the distribution of over 46,000 lbs (23 tons) of local, sustainably grown, and culturally relevant Asian produce to 5,000+ families across Los

Angeles County. Generated an estimated \$100,000+ in revenue. Provided \$67,500+ to local Asian American and minority owned/operated farms.

Leadership Education For Asian Pacifics, Inc. (LEAP)

1 year 4 months

Development and Programs Staff

September 2012 - September 2013 (1 year 1 month)

Los Angeles, California

Film, edit, and manage multimedia content for distribution across social media platforms.

Created, outreached, and assisted with two online crowdfunding campaigns (wedid.it).

Assisted with the facilitation of the Emerging Leaders Program.

Transferred VHS footage to DVD for the purposes of preservation, archiving, and editing.

Leadership in Action Intern

June 2012 - August 2012 (3 months)

Los Angeles, California

Leadership in Action (LIA) is an eight-week paid summer internship program designed to develop emerging young leaders by providing college students with practical leadership skills and the opportunity to work hands-on in the Asian and Pacific Islander (API) community in Southern California.

Read about my amazing experience with the LEAP LIA internship here: <http://theleapinitiative.tumblr.com/>

Visual Communications

Programs and Artist Services Intern

June 2012 - August 2012 (3 months)

Los Angeles, California

Promoted the "Armed With a Camera Fellowship" (AWC) by outreaching to over 350 different schools, organizations, and media outlets.

Created a comprehensive and detailed Excel log for future AWC outreach.

Created, filmed, and edited a short YouTube series entitled, "Youth Inspired" which was aimed at targeting young, talented Asian Pacific Americans, and showcasing their skills and service with the 2012 interns of VC.

Conducted extensive research for the C3 Conference for Creative Content.

Education

California State University, Los Angeles

Master of Public Administration - MPA, Public Administration · (2020 - 2023)

California State University, Los Angeles

Bachelor of Arts - BA, Asian and Asian American Studies · (2010 - 2012)

Pasadena City College

G.E.D., General Studies · (2007 - 2010)